



*Report of the
University Librarian
The University of Alberta 1980-1981*



Mural by H.G. Glyde, in the Periodicals Reading Room in Rutherford Library. The mural, finished in 1951, depicts scenes from Alberta history, including the fur trade, the Northwest Mounted Police, and missionary activities.

THE UNIVERSITY OF ALBERTA

REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT

*For the Period
April 1, 1980 to March 31, 1981*

Edmonton, The University of Alberta

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Part I — General

The Administrative View

In the writing of annual reports the chief officer of an organization tends to emphasize the positive in terms of achievements and growth figures, while glossing over the cracks in the edifice. Although the University Library remains sound organizationally, the unremittent buffeting of the winds of financial stringency are steadily eroding our informational resource strength and our high standard of service. As a matter of policy the Library Administration, when forced to make deletions in acquisitions and in service, has made these where they would be noticed least by our daily users. But our patrons are increasingly affected by staff shortages, periodical cancellations, reduced book ordering, and a space squeeze. The time has come for the Librarian to strike the tocsin.

Staffing. As of the fiscal year 1981/82, institutional retrenchment levies on the Library over the preceding three years will have reduced the staff by thirty persons. At the same time a static fund for the employment of non-permanent and short-term staff, not having kept pace with rising wage levels, has in effect deprived the Library's work force of another ten. It was this latter fund that formerly enabled the Library to react quickly and effectively to the staffing of any service point that was experiencing a sudden surge of user demands. An internal salary control committee monitors divisional staffing requests and usually imposes some deprivation in order to contain expenditure within the Library's salary budget; in practical terms this means a dilution of service to users. At the same time service demands have risen in some areas, as for instance in the Education Library with the introduction of the practicum programme.

External Pressures. The swelling demands from researchers in government and the private sector for service, offered free by our Library, impose a strain on library staff and collections; the Library must charge a realistic fee for service. The review year saw a 25% increase in requests for our Library to supply material to other libraries, on top of a 15% increase during the previous year. Has the time come to follow the lead of Canada's two other major research libraries and charge a fee for each item borrowed?

Book & Periodical Budget. The library materials budget has remained virtually unchanged for several years, while at the same time purchasing power has been dropping annually. In the current year, continuing worldwide inflation in the publishing industry and the declining exchange value of the Canadian dollar combined to make it difficult to maintain former acquisitions levels. While the materials budget was shored up slightly by monies collected previously in fines on overdue books, it was the contin-

uing grant from the Alberta Heritage Savings Trust Fund that saved the finances of the Library from a desperate situation.

The University community must be appreciative of the triennial library grant from the Alberta Heritage Savings Trust Fund, for it forms a significant portion of our total library materials budget. Without it our acquisitions programme would plummet to the disaster level. In anticipation of its termination in March 1982, the chief librarians of the four Alberta universities prepared a detailed submission to the Provincial Government through the Universities Coordinating Council, to indicate how essential the continuation of this grant is if our libraries are to bear some semblance to scholarly centres. Will this supportive funding be continued? Will any continuation have built into it the inflationary increases in the cost of library materials in the world's markets?

To return from the speculative to the reality of the present: what was the financial position of the library materials fund at the end of the review year 1980/81? Normally, the Library ends the financial year with approximately \$500,000 in outstanding orders for library materials, but also with equal funds in reserve to pay the invoices on these orders, usually expected to be delivered early in the new fiscal year. In April 1981, the Library had \$667,000 committed for books, but only \$146,000 in reserve; thus the remaining \$521,000 is a first entailment of the 1981/82 budget. Ordering must be reduced in this fiscal year in order to avert an overexpenditure; such a reduction will not be sufficient to restore the reserves. At the end of the present fiscal year, that is April 1982, the Library expects to have outstanding debts of half a million dollars unsupported by reserves to meet payment; the effect of this will be to force a drastic reduction in acquisitions in 1982/83, unless additional funds are forthcoming. In the present fiscal year, 1981/82, the Library proposed to maintain the periodicals subscription list at its present level, while reducing the expenditure for monographic titles by two-thirds. However, in the new budget for 1981/82 the University Administration provided an extra \$310,000 for the materials budget, so that the reduction in purchase of monographs will be only one-third of the previous year's expenditure — still a drastic cut. The fact remains that at the end of March 1982 the probable cuts in library acquisitions will be much more traumatic.

Space. The inexorable growth of book collections in research libraries, even if much reduced by fiscal constraints, necessitates early planning for future stack space requirements. In the year under review the need on this campus was set out in a document entitled "The University of Alberta Library Space Proposal", which was presented by the Library Administration to the University's Planning and Priorities Committee. However, while the Library has waited for the first steps to be taken toward solution,

a critical space deficiency has developed in the Education Library, the Science Library and its two satellite reading rooms.

Holdings. A year-end census of holdings in the Library's collections revealed the following figures: books, 2,131,087; government publications, 571,525; periodical titles on current subscriptions, 14,459; microforms, 1,452,527, and a miscellany of audio-visual items. The University Library can be proud of its collections and has received many favorable comments from our primary clientele and from visiting scholars on their capacity to support advanced research. However, we are concerned that the funding necessary to maintain the quality of our research collection in the future is in serious doubt.

Automation. In systems development the Library made considerable progress in its automated processes. In circulation control borrowers no longer suffered from the frustratingly slow terminal response time experienced in the previous year. The morale of circulation staff has been buoyed up by the promise of the early installation of a new minicomputer in the Cameron Library.

The significant system developments in the review year have been in the cataloguing of books. By November 1980, the Library's 350,000 machine-readable records (all books catalogued from 1974) had been mounted on the computer of the University of Toronto Library Automation System (UTLAS). Our staff did considerable editorial work on our Authority File (used in cataloguing to ensure consistency in entry forms of names, personal and corporate), so that it too could be mounted in the UTLAS computer along with the files of other libraries; now all UTLAS users can benefit from access to authority work already done. The purpose of these two exercises was to permit our cataloguing staff to catalogue on-line to Toronto and extract the data if some other library had already catalogued a title. As so often happens in well laid plans the schedule early went awry. The computer downtime at UTLAS and other problems with the system have been narrated elsewhere in this report. But, however belatedly, the Library did achieve its objectives of cataloguing on-line and of replacing the card catalogue with a microfiche catalogue for material added in 1981 ("COM" Catalogue).

At the same time, the cataloguing staff, like that of every other research library on this continent, was struggling to familiarize itself with the Anglo-American Cataloguing Rules II (AACR 2). In most other libraries the implementation of AACR 2 was considered sufficient upheaval, but cataloguing staff in our Library accomplished the impossible by doing what no other library in Canada had to do: implementing four major changes at one and the same time. The staff accepted the challenge and adapted quickly

and efficiently to the new automated processes, while continuing to provide service to staff and users with a minimum of disruption.

Collection Fund Management

Mr. Olin Murray, Coordinator of Collection Development, assesses library materials funding and utilization of funds in the table below. The approximate figures (rounded to the nearest thousand dollars) are given for library materials funding in 1980/81 as compared with 1979/80.

Table A: Comparative Allocations and Appropriations 1979/80-1980/81
(in thousands of dollars)

	<i>1980/81</i>	<i>1979/80</i>	<i>% change</i>
Base operating grant	2,100	2,100	0
Unspent funds carried forward from previous year (operating)	329	317	+3.8
Unspent funds carried forward from previous year (AHSTF)	318	N.A.	N.A.
AHSTF grant	898	898	0
Other revenue	31	37	-16.2
Total	3,676	3,352	+9.7

The appropriation for 1980/81 represents an increase of \$324,000, or 9.7%. Disregarding unexpended commitments carried forward for the two fiscal years under comparison, the total amount officially available for allocation remained unchanged, i.e. the base allocation of \$2.1 million and the Alberta Heritage Savings Trust Fund (AHSTF) grant of \$898,000. Thus while the dollar amounts available for expenditure on outstanding and ongoing commitments increased slightly, the funds available for allocation for the placing of new orders remained the same.

Examining further the status of the appropriation (in contrast with the unchanged allocation), we note that the balance of funds carried forward for committed but uninvoiced orders increased from \$317,000 in 1979/80 to \$647,000 in 1980/81, an increase of 104%. The carryover to 1980/81 consisted of two components: \$329,000 in the operating budget and \$318,000 in the trust fund (AHSTF) account. While the total carryover of \$647,000 may have appeared at the time as a significant sum of money, it is important to note that it originated from temporary conditions. The carryover in the operating budget is largely to be attributed to the residual from the one-time infusion of the two-year fine money accumulation from 1978/79-1979/80; the AHSTF carryover arose from the first year's installment of the AHSTF grant. Although our static acquisitions program readily absorbed these funds into the structure of commitments, there was a temporary significant net increase of unspent funds.

However, the year-end outcome for 1980/81 reveals how very transitory are seemingly large infusions of money in today's marketplace for library materials. The table below compares the year-end expenditures and commitment situation for 1980/81 and 1979/80.

Table B: Comparative Expenditures and Commitments 1979/80-1980/81
(in thousands of dollars)

	<i>Fiscal year end 1980/81</i>	<i>Fiscal year end 1979/80</i>	<i>Percent change</i>
<i>Operating Account</i>			
1. Standing Commitment (periodicals, serials, binding expenditure)	1,718	1,441	+19.2
2. Books and Regular Orders (Discretionary, approval plans, projects-expenditure)	742	786	-5.6
<i>Trust Account (AHSTF)</i>			
3. Books and Regular Orders (Discretionary, approval plans, projects-expenditure)	1,070	600	+78.3
<i>Both Accounts</i>			
4. Total Expenditure (1+2+3)	3,530	2,827	+24.9
5. Total Commitments (Books and Regular Orders)	667	511	+30.5
6. Total Encumbrance (4+5)	4,197	3,338	+25.7
7. Total Funds Available (see Table A)	3,676	3,352	+9.7
8. Unspent (7-4)	146	525	-72.2
9. Balance (7-6)	-521	14	-

A number of interesting inferences can be drawn from the preceding tables, but only a few of the more significant are recorded here.

(1) While at best maintaining a static acquisition rate, our total expenditures increased by 24.9%, from \$2,827 million to \$3,530 million. This illustrates the magnitude of the inflationary increases required in the book fund, simply to maintain the status quo.

(2) \$277,000 of the total expenditure increase from 1979/80 to 1980/81, or about 40% of the total increase, is directly attributed to the increased cost of periodical and serial subscription renewals. Comparing costs over the two fiscal years for this category alone, our approximately 20,000 periodicals and serial standing orders, costing \$1,441 million in 1979/80, cost \$1,718 million in 1980/81, or an increase of 19.2%. By comparison, the

increase in periodical and serial titles from the previous year was only 4%, an effect attributable to the last cancellation project of 1978.

In the absence of further cancellation projects, serial costs have now resumed their rapid upward spiral. Projecting this trend into 1981/82, we are anticipating that all the present base library materials allocation of \$2.1 million will be consumed by serial costs.

(3) We completed the 1980/81 fiscal year with commitments on regular orders amounting to \$667,000, an amount somewhat, but not markedly, above last year and previous years. However, while in 1979/80 the commitment carried forward was not in excess of unspent funds carried forward to support the commitments, it turns out that, at the end of 1980/81, \$521,000 worth of commitments are unsupported by unspent funds. This would not be a problem in a normal situation where the overcommitment could continue on a revolving basis at the same level from year to year. It does present a problem in an unstable situation, where the extent of added entailment of funds by rising periodical costs is difficult to predict from one year to the next.

(4) The overcommitment described under (3) must be added to the expected cost of standing requirements in 1981/82, in terms of commitments which will preempt most of the available new allocation from the operating budget and from the last installment of AHSTF funding. Assuming essentially static funding in 1981/82, i.e. with no increases either in the operating budget or AHSTF funding, it appears that regular ordering in 1981/82 (discretionary, approval plans, projects) will have to be reduced by two-thirds, as compared with the past year in order to avoid oditure.

(5) As a rough summary of our experience through two of the three years of AHSTF grants, during the first year it appeared that we had at least a three-year breathing space. However, this was an illusion largely created by the artificial circumstance of the periodical cancel project of 1978. By the second year, the AHSTF funding of \$898,000 had proven inadequate even with a significant infusion of fine money. Looking ahead to the third year, it appears we will have to take special actions and cut-backs to avoid overexpenditure. How serious this situation actually is will depend upon clarification of the final budget, early in 1981/82.

Staff

The Library has 73½ professional librarians, five administrative/professional officers, 285 support staff and during the winter term a large number of temporary and part-time staff.

In a period when the Library must operate with fewer people, a greater work load is placed on all staff; their loyalty and sense of responsibility are appreciated by the Library Administration.

At the beginning of the review year Miss Norma Freifield, Head of Circulation Services, retired after 39 years with the University Library. Her



Miss Norma Freifield, retired Head of Circulation Services, and Bruce Peel, Librarian to the University, admire the new plaque designating the Norma Freifield Reading Room in the Library.

high standards of service, and her humanity in dealing with student-borrowers who through ignorance or carelessness ran afoul of our regulations, will long be remembered. In her honor the Reserve Reading Room in the Cameron Library was renamed the "Norma Freifield Reading Room" and a suitable plaque unveiled.

Two Library division heads, Mr. Peter Freeman, Law, and Mr. Ronald Clancy, Science, resigned to accept positions elsewhere. Mr. Freeman accepted appointment to the foremost law library position in Canada, that of Librarian of the Supreme Court of Canada, the second librarian from our system to fill the position. Other resignations from our Library during the year were Mr. Anthony Fell, Cataloguing; Mrs. Elaine Boychuk, Education; and Ms. Margo Young, Science and Health Sciences.

Three new appointments were made to the academic library staff: Mr. David Jones, Science; Miss Maryon McClary, Cataloguing; Ms. Leslie Aitken, Education. In addition seven librarians were given temporary appointments of various lengths to meet emergencies in our staffing; four of these were leave replacements, three were to support maternity leaves.

Mr. John Teskey, Library Personnel Officer, who with his staff has responsibility for all matters pertaining to the support staff, submitted the following report.

The University and its support staff association, NASA, a year ago negotiated the second collective agreement. The major problem with the agreement has been the categorization of staff into various employee types; we hope that later negotiations will bring about a simplification of staff categories. Library managers who initially were apprehensive about the new agreement have accepted that procedures must be more formal and must fit into the agreement framework.

The year saw four retirements and 57 resignations of support staff, reflecting a turnover rate of 21%, the lowest percentage in many years. The 22 promotions and transfers increased the rate to 28%, a figure still lower than that of previous years. At the end of the fiscal year there were 285.4 support positions, a decrease of four positions.

Nineteen members requested position reviews, and of these fifteen were reclassified.

Absences of all categories amounted to a loss of 37.53 man years, but of this 16.36 were attributable to vacation time. Loss of work time through general and casual illness was 12.52 years; four prolonged illnesses accounted for a quarter of the general illness taken. The average loss per employee was 11.24 days, an increase of 53%, which is so significant as to be in need of examination.

Accounting Unit

The total expenditure on library materials processed through the terminals of the automated accounting systems was \$3,601,883.51, according to Mrs. Marlene Sherban of the Accounting Unit. The unit processed 547 packets of invoices, each containing approximately 50, or a total of 27,350 invoices. Payment of 247 packets was in American funds, 182 in Canadian, and 118 by bank drafts to foreign suppliers.

The United States exchange ranged from a low of 1.1555 in June to a high of 1.2100 in December 1980, with the average exchange rate for the year being 1.1885.

The number of photocopies made in the Library system was 2,237,313, of which 543,062 were made by our Photocopy unit.

Systems Division

Mr. James Heilik, Head of the Systems Division, characterized the previous year, 1979/80, as having been devoted largely to systems planning and decision making relative to future enhancements of our automated systems. In the year under review the first phases of implementation were introduced.

Circulation control improved markedly. Changes made to the existing system eliminated problems of lost transactions, reduced the size of borrower queues to acceptable levels, and generally increased reliability. Although the microcomputer (IMSAI 8080) controlling the 14 Epic ter-

minals at the chargeout desks is still working very close to full capacity, it ceased being in the crisis state reported last year. Even so, the volume of loans did not rise significantly. This suggests that the dramatic decline (10.9%) in circulation reported in the preceding year was not due, as then thought, to problems with circulation terminals, but to some other change in borrowing patterns.

In October 1980 an IBM Series I minicomputer (Model 4955E using the Realtime Programming System) was delivered. The design of software for this machine is well underway and in 1981/82, it will take control of the Epic terminals used for the circulation system.

Progress toward implementing an integrated inventory control system, of which the Series I will be a part, proceeded on two fronts. First the Library acquired IBM's DOBIS/LIBIS system, and secondly, the Library became tied to the University of Toronto Library Automation Systems (UTLAS) for the purpose of creating a data base for DOBIS. By plugging into UTLAS our Library was able to close its card catalogue in December, and provide microfiche supplements for all newly catalogued titles.

DOBIS/LIBIS was installed on the computer of the Office of Administrative Systems (OAS) in February 1981 as a one-year pilot project. The purpose of the project is to tailor DOBIS to our Library's specific needs, to determine how to move the cataloguing function to the coming on-line environment, and to establish a price tag for a full scale DOBIS operation. Involved in the project are one full-time programmer, one systems librarian, and support from OAS.

As stated above, UTLAS is being used to build a data base. This means enhancing existing machine-readable records so that they can function independently of a card catalogue; that is, cross references are being incorporated into the machine file. Most materials catalogued before 1974 are not represented in the machine file.

Part II — Processing

Bibliographical Verification

The Bibliographical Verification Division processed 58,391 requisition cards, an increase of 9%, but when the 15,352 titles from the Library's selection plans are added the increase becomes 11%. As in other years approximately one third of requisitions checked were rejected as being on order or already in our collection. The Library was able to accept an increased number of requisitions because of the grant from the Alberta Heritage Trust Fund.

With the on-line linkage to the UTLAS data base, and also with the flexibility provided by a desk-side COM catalogue of current materials, the Division expected to be able to implement several labour-saving checking procedures. Unfortunately, any such innovations were prevented by the almost complete disruption of the system noted elsewhere, though plans are now going ahead with some success.

With increasing frequency the funds available in individual cost centres are inadequate to purchase all titles requested. Even before the teaching department allocations had been assigned for the year, seven departments had all their Round I allocations committed; by November, when Round III allocations were released, 28 teaching departments had exhausted their funds.

Under the Library's automated system once an account is fully committed the computer rejects all further requisitions. This machine inflexibility can be disruptive; if for any reason some of the material already ordered by the cost centre is not available, this can potentially leave an unexpended balance by the end of the fiscal year. When the computer rejects requisitions, decisions must be made by the staff on whether requisitions checked should be held until another financial allocation is made, whether further checking for the teaching departments should cease, or whether unchecked requisitions should be returned to the department. On one occasion two man-months of work by the Division was wasted when a teaching department recalled a large packet of requisition cards. As book funds become even more limited closer control will have to be maintained over the rate of discretionary ordering and a closer correlation must be attempted between the number of requisitions submitted and funds available.

Mr. Brian Hobbs, head of the Division, gives special mention to the exceptional service that Mr. Scott Allison continues to give.

Acquisitions

The Acquisitions Division's mandate comprises the procurement and processing of library materials in monographic and serial form. Ms. Siegelinde Rooney describes her reporting year as one in which the rationaliza-



In November 1980, the Alberta Branch of the Canadian Polish Congress presented two hundred books to the University Library. At the formal presentation were (left to right) Dr. R. Busch, as Director of the Division of East European Studies; Dr. B. Ignasiuk, of the Canadian Polish Congress, Colonel Tadeusz Walkowski, Chairman of the Cultural Committee of the Canadian Polish Congress; and Bruce Peel, Librarian to the University. This year's donation, on display after the presentation ceremony commemorated the Katyn Forest massacre of 10,000 Polish officers by the Soviet forces during World War II.

tion of procedures and the streamlining of work flows were directed at achieving the maximum cost-effectiveness and general efficiency.

The division placed orders for 56,477 monographic titles, a 15% increase, achieved despite serious staff shortages. The number of titles received from vendors by the end of the year was 49,256 in 56,665 volumes.

According to the MIDAS statistics the mean cost per order of books obtained from the top 100 vendors increased by 12% to \$28.50. For language and literature the mean cost ranged from \$12.81 for Spanish to \$38.44 for Italian books. The lowest mean costs were in the fields of Agri-

cultural Economics, Business Administration and Nursing—\$12.00 to \$13.00. Disciplines with some of the higher costs were the following: Classics—\$37.93; English—\$33.62; Medicine—\$36.63; Pharmacy—\$37.41; Chemistry—\$45.73; Civil Engineering—\$36.47; Electrical Engineering—\$43.94; Microbiology—\$42.42; Mineral Engineering—\$61.13.

Ten vendors supply the Library with 48% of its monographic materials. The Canadian firm of John Coutts Library Services supplied 18.3% of the total monographs ordered. In Britain the Library's principal vendor is B. H. Blackwell, which provided 7.2% of the total. The average Canadian price increase was \$3.50 compared to British and American price increases of \$5.00. Books from Germany actually declined an average of 70¢ per volume.

Audio-visual ordering decreased by 18% with 452 fewer orders. However, receipts for micromaterials rose substantially by 32% to 15,030 items. A review of blanket order plans was instituted during the year and for the most part they appear to be working reasonably well.

In the Serials unit, a manual count determined that the Library is in receipt of 21,163 active titles. This year the renewals were done by source rather than by title, which achieves a saving in time.

Cataloguing and Records

Mr. Seno Laskowski, Head, in his report stresses that at no time in the history of the Cataloguing Division have so many processing routines and cataloguing policies changed as during the last year. The implementation of the UTLAS on-line cataloguing and authorities systems and the closing of the card catalogues required major changes in cataloguing policies, procedures, and work flows. They also necessitated a major rearrangement of furniture and staff locations of the office area. The adoption of the new catalogue code (AACR II) added an additional burden on staff who had to familiarize themselves with the new rules. Much of 1980 was therefore spent in planning for UTLAS and for an orderly transfer in three directions: namely, from the old in-house system to the new automated one, from a card environment to a COM microfiche catalogue, and from AACR I to the new AACR II rules.

During the spring and summer of 1980 the division staff was involved in planning for the changeover to the UTLAS on-line cataloguing system, which had been scheduled for implementation in September 1980. Terminals and printers ordered earlier were now installed. The implementation of UTLAS depended however on the completion of two important tasks. The first was the loading of our Library's 350,000 machine readable records into the UTLAS data base in Toronto to permit the updating of the existing machine readable file. Secondly, because products such as the shelf-list cards, spine labels, etc. were to be produced on the local system, the systems staff of our Library were involved in writing and testing the



On-line Cataloguing in the Curriculum Library, where not only books, but records, films tapes, pictures, and objects must be catalogued.

necessary computer programmes. Unfortunately neither of these projects was completed on time. the loading of the data base was not finished until mid-November and in the following month only portions of the product programmes were ready. Serials and periodicals shelf-lists still required manual typing, and multi-volume sets, serial and monographic, had to be processed through a separate automated system. The result was that the processing of multi-volume sets became more complex and time consuming than ever.

As soon as the Division had phased out the old processes and linked on-line to UTLAS, the Toronto based system collapsed; constant computer down-time plus an extremely slow response time virtually brought our cataloguing to a halt. The frustrations generated by this malfunctioning of the Toronto system, over which we had no control, had a demoralizing effect on staff.

Mrs. Marianne Jamieson, Head of Records and Processing Section, provides the following account of the Library's first months on-line to UTLAS.

Cataloguing on-line began in earnest on January 5, 1981.

Initial enthusiasm faded quickly, as it became apparent that the UTLAS on-line system proved to be a less efficient processing system than had at first been promised. Down time was frequent, line problems were numerous, and slow response time some days brought production nearly to a standstill. Careful record keeping during the month of January and Febru-

ary revealed that down time alone accounted for a total of 600 manhours lost (the equivalent of two full-time positions.) Frequent communication with UTLAS representatives brought apologies but little else, and by the end of the fiscal year the situation had scarcely improved. Staff morale dropped visibly, since the terminal operators were accustomed to working with a very satisfactory in-house automated system (the system in use prior to UTLAS), where local control brought instant improvements, where down-time, if not totally nonexistent, was at least at a tolerable level.

To complicate matters further, the UTLAS system quickly became overloaded due to greater use than anticipated, and only 135 terminal ports were made available to customers at any one time, placing clients in the western part of Canada at a distinct disadvantage. Quick shuffling and re-recruiting of staff from other areas, assured 100% occupancy of the terminals from 8:00 A.M. until 5:15 P.M. each day. Nevertheless, where on the old system six operators could key in 6,000 records a month in less than four hours each day, such production quotas could not be met by manning six UTLAS terminals ten hours a day. The accruing backlog finally called for overtime during the last two weeks in March, which allowed some breathing room but hardly provided the answer to the overall dilemma.

Coupled with the above was the whole matter of authorities work and linkage of authorities to their corresponding counterparts in bibliographic records. It was discovered that online authorities work was an extremely slow process, worsened by the fact that the Catalogue Maintenance staff could have very little terminal time made available to them.

Because of our dependence on the system the number of titles catalogued declined by 9% from 54,355 to 49,602 and the total number of volumes processed was down 6% from 90,715 to 85,467

The one happy experience for staff was the closing of the card catalogue and its replacement by a COM microfiche catalogue, thus eliminating the interminable card filing in which generations of staff had been engaged.

Bindery Preparation Unit

The Bindery Preparation Unit of the Library reports 8,114 standard bindings, 11,189 checkbinds, 1,200 books bound, 2,512 books rebound with some miscellaneous types of binding and repairs. A total 29,338 volumes were passed through the unit. Mr. Alan Rankin, Head, reports that there was a drop in the number of volumes this year, largely because of the decrease in the percentage of material received from the Cataloguing Division.

A matter of concern in all research libraries, including our own, is preservation of books. In the affluent 1960s a library simply replaced worn-out or damaged books. Students who underline with marking pencils of various hues are today among the greatest enemies of books, while photo-

copying of pages from oversized books and bound periodicals is frequently the cause of extensive damage to bindings. Considering the cost of books and with diminishing acquisitions power of book budgets a conservation programme, partly educational, partly restorative, will in the near future need to be considered.

Part III — Public Services

Circulation Services

Upon the retirement of Miss Norma Freifield a year ago, Mrs. Betty Schwob, Head of the Undergraduate Library, assumed the direction of Circulation Services.

A major undertaking of the Division was the provision of new borrowers' cards to faculty and students. In order to provide the plastic cards with bar code labels that could be read by the circulation terminals, 36,000 cards were embossed for students.

Faculty cards issued had an expiry date of July 1981, in accordance with a directive from the President's office that the library must remove the social insurance number (SIN) from borrowers' cards.

Dr. Schovanek reports as follows: "The automated circulation system has seen further improvements and enhancements. Light pens were installed on the EPIC data terminals at all circulation points to read the new bar-coded library cards. Although this entailed some initial malfunctions and resulted in a brief rash of justified fines appeals, University Technical Services repaired and adjusted the terminals and most of the problems ceased. Several "bugs" in the circulation programs were fixed resulting in an overall more reliable and efficient operation. Quantifiable evidence of this improvement was provided by the 20% decline in overdue notices produced for the automated areas and by the comparative rarity of lineups at



University users now search both the new COM microfiche catalogue and the card catalogue. They have adapted well to the new system, which saves many tiresome hours of card filing by library staff.

the chargeout desks in spite of an overall rise in library use of about 3% over the last year.

“The result of the repairs and improvements to our automated system has been a generally improved level of service to borrowers in spite of a reduction in staff due to budgetary restraints. Whether this level can be maintained or, as is hoped, improved, remains to be seen. This is especially the case if further staff cuts are proposed—machines can replace people only up to a certain point.”

The external circulation of books was 970,204, an increase of 3.6%. As in other years the Library assumes that an internal circulation is an equal figure.

Humanities and Social Sciences Library

Mrs. Margaret Farnell noted that she was presenting her seventeenth and last annual report, including nine as head of the Undergraduate Library and eight as head of the Reference Service in the Humanities and Social Sciences Library. She found the year 1980-81 as full as any other, particularly with new instructional seminars and tours.

At the reference information desk there was a trend toward lengthy reference and telephone inquiries—a total of 13,610, or an increase of 11%. The directional and general questions numbered 19,373, a decrease of 15%. The total of reference questions was 32,983, of which 7,951 or 25% were telephone inquiries. When the 3,333 queries at the catalogue information desk are included the grand total becomes 36,316. Mr. David Sharplin in an analysis of reference service has shown that all categories of questions have fluctuated from a general figure of 38,000 only by plus or minus 5% average over the past five years. In contrast, the telephone and reference totals have shown annual increases averaging respectively 7% and 9% over the same period.

Telephone inquirers were asked to identify themselves during a twelve-day period in October and the question totals were analyzed for content. It was found that 42% of the queries came from off campus. Of these calls 59% required that the catalogue be checked, a task requiring several minutes of a library staff member's time.

Miss Frances Mielke reports that the reference desk was staffed a total of 70½ hours per week.

According to Mr. Sharplin, demands for on-line computer searching jumped in October and continued strong thereafter. A fair number of the clients were from the Faculty of Business Administration and Commerce, and several people required multiple searches during the year. A total of 114 computer searches produced over 12,000 references. Seventy-three persons obtained searches on the Lockheed and Infomart data bases.

Mr. Doug Poff notes that instructional seminars and tours rose 40%, with sessions for courses at the 300/400 level and staff orientation instruc-

tion showing the greatest increase. English 200 instruction, conducted in co-operation with the Undergraduate Library, constituted the largest single programme, for it involved 44 sessions and served over 1,300 students. Twenty classes on the use of the library were given to 460 Business Administration and Commerce students. Mrs. Georgina Lewis conducted a course in research methods for senior students.

The Humanities and Social Sciences current periodical reading room is supervised by Miss Ingrid Bromann. This reading room also contains the Library Science (Z) monographic collection. External circulation increased by 46% to 24,339. As well, there were increases in the number of reference questions and telephone calls.

Government Publications Unit

Mrs. Sally Manwaring, in charge of the Government Publications Unit, reports that in collection development the emphasis continued to be in acquiring documents at all levels, and in particular, Alberta Government publications. A total of 35,705 publications were received, of which 6,100 were sent to other divisions of the Library. At present 287,524 documents are held in the Unit. Weeding continued, especially in the area of the United States foreign documents, some 10,566 documents being discarded. This weeding is essential as shelf space is becoming limited.

External circulation, at 3,563 remained close to that of the previous year, but internal circulation at 13,293 represented an increase. The number of reference questions totalled 17,874, an increase of nearly 4,000.

The regular staff of the Unit were assisted on a part-time basis by three librarians from Humanities and Social Sciences Reference.

Micromaterial Reading Room

Ms. Anna Altmann, in charge of the Micromaterials Reading Room, states that 29,373 items of new material, more than double the quantity received the previous year, were added to the collection. Of the new material, the most notable acquisition was a large set entitled "American Periodicals 1741-1900", a total of 1,118 titles on 2,710 reels. The number of people using the reading room was 4,471, a drop of 11%. But on the other hand, external circulation increased nearly 50%. There was also a drop of nearly 9% in the number of reference questions as compared to the previous year.

The decision was taken that the Micromaterials reading and storage rooms would be removed from the lower corridor in the Cameron Library and relocated on the second floor of Rutherford South during the summer of 1981. The micromaterials collection in its new location will contain the Humanities and Social Sciences microforms, which constitute the bulk of the collection, while those relating to Science and Health Sciences will be located in those Divisions. The move will place current files and back files

of newspapers and journals in the same area, and close to the major periodical indexes housed in Rutherford North.

An additional microfilm reader, two microfiche readers, and a reader-printer were added to the Library's equipment. Unfortunately, they have not lived up to the expectations of the Library staff.

Undergraduate Library

Mrs. Betty Schwob, in her capacity as head of the Undergraduate Library, reports that her two professional librarians undertook a rearrangement of the shelving of the reference collection, so as to make the collection highly visible to users upon entering the Library. At the same time the rearrangement enhanced the physical appearance of the entire reading area.

In reference service the adequacy of staff numbers in the review year, their genuine interest in helping students, and the more convenient arrangement of the reference collection all combined to invite students to ask for assistance from librarians. The 7,216 reference queries represented a 20% increase.

The book collection was augmented by 1,637 new titles and 525 additional copies which brings the total collection to about 100,000 volumes.

During the summer months Mrs. Bente Scarnati was engaged in updating the Library Slide/Tape orientation programme and also assisted the Humanities and Social Sciences librarian in the preparation of an instruction program for freshman English classes. The Library's purchase of Caramate machines has enabled orientation librarians to create new instructional programs and either take them to other locations or show them in the library. The use of a professional cameraman and graphic artist has resulted in a first-class presentation. The freshman English orientation program is a great success and the support from faculty most encouraging.

Norma Freifield Reserve Reading Room

Mrs. Denise Holmen, in charge of the Norma Freifield Reserve Reading Room, reports circulation for the year as 82,131.

In the summer of 1980, the Reserve Room began to assign its own call numbers to reserve materials for shelving purposes, in order to streamline circulation procedures. While the assignment of such numbers has caused considerably more work for the processing staff, it shortened the time spent by staff in fetching materials, and thus speeded up the circulation of books to users.

The Systems Division plans to begin in autumn 1981 writing the software package to automate the circulation procedures of the Reserve Reading Room. This is one of the few service points where the embossed borrower's card is still required and if it could be eliminated the university could move quickly towards a joint student and library card.

Interlibrary Loans

Mrs. Tina James, head of the Interlibrary Loans Unit states that much time and effort were put into developing an automated statistical package for interlibrary loans. In March 1981 the new system went into effect and many of the manual files were laid to rest. The new system enables the unit to maintain a more detailed and current analysis of the interlibrary loan operation, and to be able to produce tabulations by institutions, graphic breakdowns, turnaround times, etc. The institutional file in particular has proved to be a valuable tool in the day-to-day operation of the office; for instance, if there is a choice of using one of four Ontario universities for a loan, our Library is able to deduce which one is most likely to provide the best delivery service.

Staff and students on our campus submitted 6,918 requests for interlibrary loans. Of these 5,201 were completed, 1,006 were cancelled. The ratio of loans of physical volumes to photocopies was approximately two to three. Our library borrowed 477 items from the Alberta Universities Interlibrary Loan Service (AUILLS) and 442 from other prairie universities. Our borrowing showed a slight decrease of 2.25%. Seven percent of the titles requested were found to be in our collections. Faculty submitted 34% of all requests, graduate students another 41%. The breakdown by publication date shows that 22% of the titles requested were published prior to 1950, while 33% were published after 1974. Arranged by classification call numbers, 39% were in the Science and Medical fields, 12% in the Letter H of the LC classification, and 10% were M literature.

Another figure the statistical package was able to produce was the number of locations tried before having a lucky strike in the search for a book. Only 18.5% of requests were filled by the first library tried, another 44% on a second try, while 20% were filled after three libraries had been approached. It is also possible to extract information about the geographic areas that supplied requested materials.

Of the items received 80%, were from Canadian libraries, 19% from the United States. Within Canada the libraries in Ontario supplied 43% or 2,026 items, while Alberta libraries were responsible for 14%.

The prime library supplier was CISTI (Canada Institute for Scientific and Technical Information) in Ottawa, with 725 filled requests, followed by the National Library with 318, and the University of Calgary with 309.

The number of loan requests received from other libraries increased markedly, by 24.75%, with the demand through the first three months of 1981 being particularly heavy. Of the annual total of 15,252 requests, 41% were for loans of physical volumes, the other 52% for photocopies and the other 7% for micromaterial. Our Library was able to fill 62% of the loan requests and 77% of the requests for photocopies, or a 69% overall fulfillment. This year 69% of the requests received came via telex, the other 30% by standard mail.

A breakdown of requests by type of library shows that 5,636 or 57% were from university libraries, another 1,997 requests or 13% were from government libraries, while companies accounted for an additional 9%.

As would be expected under our AUILLS (Alberta Universities Interlibrary Loan Service) agreement, the greatest number of requests—39%—came from within Alberta. Another 21% were from Saskatchewan and Manitoba, or stated collectively, half the total external requests came from within the three prairie provinces.

The AUILLS project enjoyed another successful year. One full-time library technician was hired in June to handle the project. An added photocopying machine from AUILLS funding allowed the AUILLS person to bypass the ordinary copying service routines, and this enabled the ILL office to maintain the required 24-48 hours turnaround time. Only 62% of the 3,972 requests were actually filled. This low fulfillment was because both University of Calgary and Athabasca University submitted blind requests; that is they requested titles without any knowledge of whether our Library held particular items. The University of Calgary is the heaviest user of AUILLS, submitting 2,346 requests or 62% of the total. Athabasca University requested 884 items, and the University of Lethbridge 630. At the borrowing end, our Library had 477 requests filled by AUILLS (Alberta University Libraries Interlibrary Loan Service) libraries, or 9.2% of our total requests. In the PALS (Prairie Academic Libraries Service) interlibrary loan project, the University of Saskatchewan presented the first semi-annual billing statement, which was considered by the supervisors at their meeting in Calgary in September 1980.

PALS institutions (including Alberta) submitted 5,636 or 37% of the total requests received by our Library. The University of Saskatchewan submitted 895 requests; the University of Manitoba 440.

Two special document delivery projects came into existence during the year. In the summer of 1980 the University of Calgary reached an agreement with the National Library in Ottawa whereby all items for AUILLS libraries filled by the National Library are sent to the University of Calgary for distribution. These are then sent by the AUILLS courier. In October CISTI began delivering all Edmonton area interlibrary loan items to the Alberta Research Council via commercial courier. The Research Council in turn distributes the items locally. Bulk mail delivery avoiding normal Canadian post office procedures is a positive approach to improving overall turnaround times for interlibrary loans.

Special Collections

Mr. John Charles saw 1,237 rare and valuable books added to the collection, a 26% decrease in acquisitions from the previous year. Another 355 volumes were transferred from other Library collections. A total of 436 University of Alberta theses were added at the spring and fall convocations.

Conservation and cataloguing remain major concerns of the Division. The extensive collection of British playbills has been catalogued and is now cross-referenced by author, title, and name of theatre. The Wilfred Wees papers, which continue to arrive in large parcels, are presently being sorted and categorized; this is a collection of Canadian education material. The cataloguing of rare books did not fare well, for only 1,237 volumes, 25% less than the previous year, were processed. One cause of this low productivity related to the upheaval in the Cataloguing Division caused by automation, but an even more serious one is the low priority assigned to Special Collections cataloguing. Of the 6,000 volumes in the backlog, 2,500 have been there since before 1973.

In conservation, Miss Poon makes an important contribution, but the Division is not equipped for binding and full restoration. The Library has been sending some books for full restoration and deacidification to the Parliament Conservation firm in Burnaby, British Columbia. Last year 30 volumes were sent at a cost of over \$11,000. However, Mr. Parliament has recently become conservateur at Princeton University in New Jersey. This leaves western Canada without a reliable conservator.

The total use of the collection was 7,121, an increase of 32%. Of the volumes used, 66% were classified as rare books, 24% as theses, and 10% as other material. The Library found that the users were rather evenly divided between undergraduates and graduate students at 31% and 33% respectively, while another 11% were faculty.

Health Sciences Library

Miss Phyllis Russell, Head of the Health Sciences Library, reports a circulation of 50,087 books through the central circulation system, an increase of 8%. In addition, within the division the staff circulated reserve books, 8,784 externally, and 49,698 internally. The number of books and journals circulated to hospitals in Edmonton, was 7,078, with another 7,290 volumes being sent to the John W. Scott Library in the University Hospital. The division received 1,713 requests from physicians and others for photocopying, a total of 64,156 pages, representing an increase of 23%.

Through the Interlibrary Loan Service 1,579 items were supplied to other libraries in Canada, while 576 were borrowed.

A total of 19,038 reference queries, including computerized information retrieval searches, were answered. Of the reference questions 326 involved lengthy manual searches which took 105 working days to complete. There were 739 requests for computer searches, an increase of 18%, in which 88,893 citations were retrieved.

Thirty library instruction lectures were given to students, and annotated bibliographies on various reference sources were available at all times.

The collection was enhanced by 2,193 books and 2,048 bound journal volumes, and now totals 136,721 volumes. The number of periodical subscriptions held is 1,998, a decrease of 26 from the previous year. Twenty-eight titles were discarded or ceased publication and another 36 titles were cancelled. At the same time, the library subscribed to 38 new periodicals. With the great number of new and highly specialized journals that are being published, maintaining the medical subscription list at a proper research level is increasingly difficult. According to a survey done by the Canada Institute for Scientific and Technical Information, the average subscription price of a scientific periodical in 1980/81 was \$178.99.

The College of Physicians and Surgeons of Alberta paid \$15,429 for library service to their members. Five early medical treatises were added to the Dr. Rawlinson collection, four by the Medical Class of 1930, the fifth by the class of 1955.

John W. Scott Library

The John W. Scott Library is a branch maintained to serve the needs of the University Hospital staff and students. A total of 678 brief informational queries and several longer reference questions were answered, while more complicated reference questions were referred to the main Health Sciences Library. Books and journals were sent from the main Health Sciences Library to this branch by the trucking service twice daily.

The branch added 190 new books and 64 serial titles, and now has a book collection of 2,246 volumes. It is staffed by one full-time supervisor and four part-time staff members.

The regular funding from the University of Alberta Hospital and the Medical Staff Academic Trust Fund continued, with each party contributing \$17,111.99.

Science Library

Mr. David Jones, Acting Science Librarian, reports a 10% decrease in the number of volumes added to the collection; new monographic acquisitions totalled 4,739 volumes, with serials accounting for another 3,155 volumes. Likewise, there was a decline in new documents received to 8,817. In periodical subscriptions 79 new titles were added.

The lack of shelf space continues to be a problem in the Division. Collection growth necessitated the addition of two ranges of shelving, which resulted in the displacement and redistribution of a number of carrels. This problem is also chronic in the two satellite libraries, the Physical Sciences and Mathematics Reading Rooms. Some shelf space should be recovered in the Physical Sciences Reading Room by the conversion of Chemical Abstracts from hard copy to microfiche. The Mathematics Reading Room hopes to expand into an adjacent office.

The number of reference questions handled by the Science librarians was 32,196, and, in addition, 265 on-line searches were made, generating 27,436 citations. The reference questions tend to become more sophisticated as the research and library demands of students at all levels continue to increase.

Telephone reference, which represents 20-25% of the total, served primarily non-campus users. A survey of this clientele revealed that 65% of these requests came from special libraries and researchers in the private sector while 30% were from government and agency libraries and departments.

Science users generated 1,658 interlibrary loan requests, while the Library was able to provide material for 2,962 external interlibrary loan requests.

Satellite Science Reading Rooms

The Mathematics Reading Room showed a slight decline in use with 6,804 items circulating externally and 7,803 internally. The collection was increased by 1,057 volumes and seven new periodical titles. At the same time the Physical Sciences Reading Room had an internal circulation of 50,144, a decrease of 16%, while the 9,774 external use showed a decline of 7%. The acquisitions were 590 volumes and 9 new periodical titles.

Herbert T. Coutts Library

The workload in the Herbert T. Coutts Library continues to increase. New and expanded faculty programmes have implications for the Library: off-campus student teaching placements, outreach programmes, and mini courses. Mrs. B. J. Busch, Education Librarian, prepared an outline of the growing demands for service in a document entitled "Report on Workload Increases and Staffing needs in the Herbert T. Coutts Library." However, with the continuation of the financial stringency, an alleviation of the staff shortage is unlikely.

A second document on funding needs was prepared by the Division head and collections development librarian in collaboration with the Faculty of Education Library Committee. This was prepared in response to a request from the Executive Committee of the Faculty of Education Council for more information on the Library's financial situation, and was later forwarded to University officials.

In the circulation services a change in the pattern of usage was noticed, but it was a subtle shift and as yet has not been fully analyzed. The circulation from the three areas were as follows: Education Library—100,827; Curriculum Library—127,921; Education Reserve—31,038. In percentages the changes in volume were respectively -4.9%, +6.7% and -17.5%. Internal circulation in the first two areas also declined. In the Reserve Reading Room two factors were at play in the decreased use. First, the number of

courses for which reserve materials were requested declined from 335 to 293. Secondly, the staff have noticed a tendency for users to photocopy material rather than signing it out on consecutive days.

The Library reversed a long-standing policy of shelving bound periodicals alphabetically by title; in future these will be shelved by L. C. class number.

Collection Development

Miss Madge MacGown, Collections Development Librarian, states that the number of books added to the collection was 5,351, up from the average rate of receipt for the past three years of 4,352. The explanation is not to be found in unexpected affluence, but in late ordering in 1979.

Some weeding was done in the collection, with 668 items being discarded and 265 volumes transferred to Curriculum and another 51 to other libraries. The audio-visual collection was augmented by 289 new titles, mostly in the form of taped cassettes. The microform collection continued to grow with 15,076 new titles added to the ERIC microfiche collection and 300 titles to the ONTERIS collection.

The lack of funds for new journal subscriptions continues to be a problem since \$300 buys few titles nowadays. Orders were placed for 24 new periodicals at a cost of \$849.34, but, as the allocation was \$549 less, the purchase necessitated cancellation of 28 titles to release funds.

Curriculum Library

Ms. Leslie Aitken, Head of the Curriculum Library, reports that there was a decrease of 22.1% in directional questions this year, and an increase in reference/instructional questions of 3%. Telephone inquiries were up an astonishing 43.26% for a total of 1,457 questions. This is the last year that "practicum funds" will be available for additional reference staffing and it is anticipated that a major curtailment of service will occur in the autumn of 1981 unless other sources of funding are forthcoming.

Reference

Mrs. Deborah Dancik of the Education Reference Unit indicates an increase in workload while overall reference statistics declined by 7.35% and directional and telephone questions decreased by 15.2%. Reference questions increased by 28.74% while computer searches increased by a staggering 81.69%. The Education Library answered 20,153 reference and directional questions while the Curriculum Library answered 26,966. The grand total was 47,119.

Anticipating increased demand for service, library staff worked together with AVMC to produce two slide/tape presentations to be used in conjunction with the Education Practicum 251 lectures, resulting in a 20% saving of staff time. Counterbalancing this saving, however, was an increase

in the graduate and evening credit student orientations which jumped from nine last year to 14 this year. A total of 63 instructional sessions were given to 1,303 students.

In computer searching, library staff conducted 116 interviews for 129 searches, spending a total of 97 hours in searching. This was an increase of 58.75% over the last year. The average time per search was 45 minutes.

The assistant reference librarian continued to be responsible for indexing journal articles and monographs published in Alberta for the *Canadian Education Index* and the *Alberta Education Index*. The staff found 1,168 articles and 121 monographs published in Alberta or relating to education in this province.

Technical Services

Mrs. Sharon Empey, head of this unit, reports that the project to integrate periodical and standing order data in the Kardex was completed, and that procedure manuals covering both book and serial orders were also finished.

There was a significant decrease in the number of books and in AV items requested, due to considerable catalogue checking being performed by staff during the selection process; the decreases were 47% and 71% respectively. The number of orders also declined due to the diminishing buying power of the budget. However, books received increased 27% reflecting the heavy ordering at the end of the previous year.

The SPIRES program developed in cooperation with the Faculty of Education is nearing completion. The bibliographic data entry for the entire thesis collection (2,307 titles) was completed in the fall. Computer printouts of author, title, department and subject listings were produced in a page printer format for the education reference unit.

With the implementation of COM and the resulting decline in filing and corrections duties, a re-examination of the functions of the audio-visual cataloguing and catalogue maintenance section was undertaken.

Law Library

Mrs. Lillian MacPherson, formerly Assistant Law Librarian, was appointed Law Librarian in August. By special arrangement with the Faculty of Law, she has enrolled in courses leading to a Law Degree, with the intent of obtaining an LL.B. in 1984.

In collection development the year saw the depletion of the trust funds on which the Library had largely relied since 1975 for the purchase of textual material. This depletion now places stress on the discretionary budget. The funds for new serials titles is also limited. This is importune, as new Canadian serials titles are being offered in greater numbers than hitherto.

Although the Serials Unit has experienced a 10% decrease in items received, primarily due to cancellation of titles, there has in fact been a 53%

increase in the number of loose leaf issues received. The filing of these is labour intensive so that maintenance costs are heavy, on top of high purchase costs. Their increase in numbers reflects the proliferation of Canadian titles now available in this format.

When funding from the Canadian Law Information Council for the CLIC service center ended in March, a presentation was made to the Alberta Law Foundation for continued funding. The Foundation provided a grant to continue the operation for one year. This service provides computer assisted research to the lawyers of northern Alberta.

The Circulation-Reserve Unit of the Law Library continues to be the hub of activity from the students' viewpoint, for it is here that they receive materials and information and air their complaints. Loan transactions increased this year with external borrowing up 17.5% and internal use by 35.57%. The lending of material to other law libraries also increased by 21.6%. Mrs. Christine Ewaskiw and others prepared new transparencies for the teaching of legal bibliography.

External Circulation: Comparative Statistics 1979-80 & 1980-81

(reserve reading room and other internal departmental circulation statistics are not included)

			<i>% Increase or Decrease</i>	<i>% of 1980-81 Total</i>
Cameron Library	<i>1979-80</i>	<i>1980-81</i>		
Health Sciences (5th Floor)	46,318	50,087	+8.1	6.5
Science (4th Floor)	107,115	114,604	+7.0	15.0
Undergraduate (2nd Floor)	70,565	70,815	+0.4	9.3
Subtotal	223,998	235,506	+5.1	30.8
Coutts (Education) Library				
Main Circulation	106,018	100,827	-4.9	13.2
Curriculum Laboratory	119,864	127,921	+6.7	16.7
Subtotal	225,882	228,748	+1.3	29.9
Rutherford Library				
Main Circulation	296,021	301,340	+1.8	39.3
Subtotal	296,021	301,340	+1.8	39.3
Total	745,901	765,594	+2.6	100.0

Library Publications

Administration

Library Information Bulletin, No. 17
Library Staff Bulletin, No. 21 (internal distribution only)
Report of the University Librarian, 1979-80

Cataloguing and Records

Cataloguing Division Communiqué. No. 6 (internal circulation only)

Humanities and Social Sciences Library

New Reference Books, May 1980 to December 1980 (internal use only)
New Reference Books, January 1981 to March 1981 (internal use only)

Government Publications

Selected Accessions List, July-Aug. 1980, Sept.-Oct. 1980;
Selected Accessions List, Nov.-Dec. 1980; Jan.-Feb. 1981

Special Collections

News from the Rare Book Room #18, December 1980
U. of A. Theses—1980 Spring
U. of A. Theses—1980 Fall

Orientation Material

University of Alberta Library Guide. 5th ed. 1980
Freshman Slide/Tape Orientation Program
Freshman Slide/Tape Orientation Program
The Library, The University of Alberta. Summary of Branches
and Services, General information for faculty, graduate
teaching assistants and graduate students. Leaflet.

